

**WASHINGTON STATE DIGITAL ARCHIVES
TRANSFER INFORMATION PLAN**

Demonstration Preservation Project 2007 - 2011

Exhibit A, State Partner Information Plan for:
<ENTER STATE AND DIVISION'S LEGAL NAME>

Section A – Records Identification

Please provide the following (attach additional pages if necessary):

1. Record Series Title: _____
2. Inclusive Dates: _____
3. Please provide a brief description of the records in this series:

Note: All records transferred to the Digital Archives will be displayed on the Partner's Digital Archives website.

Section B – Security, Connectivity, and Data/Metadata

1. Transfer of the records does not substitute for disaster recovery or normal backup. In order to maintain search ability, the Digital Archives converts the data we receive into a format that is easily accepted by our database. Often this involves converting part or all of the schema into an XML format. The Partner cannot recover copies of these records from the Digital Archives in their original format, nor can the Digital Archives provide an export of these records to assist the Partner with data recovery.

2. What is the *estimated* size of the initial records transfer?
(i.e. Total volume and number of files—for example, 100 MB, 100 files)
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3. How will the initial records be transferred to the Digital Archives? (For large record series, the Digital Archives can provide a USB hard drive).

☐ Hard Drive (Preferred) ☐ SFTP (Secure File Transfer Protocol) ☐ CD/DVD

Note: The Digital Archives reserves the right to request a second data capture if the initial capture fails.

4. How will subsequent records from the same series be transferred to the Digital Archives?

Note: The Partner will be assigned a secure user ID/password combination and provided with the necessary software.

☐ Hard Drive (Preferred) ☐ SFTP (Secure File Transfer Protocol) ☐ CD/DVD

5. How often will additional records for this series be transferred to the Digital Archives?

☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ Other _____

6. What format will the Partner use to transfer the records? (i.e. Comma delimited, Access, dBase, RBase, XML) Please identify the software version used. Will it be a complete copy of the database or an extract query? (*Pipe delimited, extract query is preferred*)
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8. The Partner must provide all decryption keys and/or passwords for their data. For security reasons we prefer that this information be conveyed by phone. Please provide a contact name and phone number for this information.
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Note: Partners may be required to submit sample records to the Digital Archives for beta testing before we transfer their records. Samples will be submitted by e-mail attachment or on a CD or a DVD, as arranged with the Digital Archives.

Section C – Partner Contacts

Partner contact for questions regarding the records (i.e. descriptions of records, record contents)

Name: _____

Title: _____

E-Mail: _____

Phone: _____

Partner contact for IT issues (i.e. file formats, electronic recording systems)

Name: _____

Title: _____

E-Mail: _____

Phone: _____